

2009 Specialty Crop Block Grant Program Phase II, Grant Proposal



Frequently Asked Questions (FAQ) – Rev: 6/12/09

1. What is the required page length of the Workplan attachment?

There was a discrepancy with the page limit for the “Workplan” attachment between FFAST and the Grant Proposal Guidance. As specified in the Grant Proposal Guidance, the Workplan should not exceed 2 pages. The discrepancy has been corrected in FFAST.

2. Can Grant Proposal projects start/ end date(s) vary from the Concept Proposal?

Grant Proposal projects may vary from the dates submitted in the Concept Proposal; however, Grant Proposal projects cannot begin earlier than October 1, 2009 and must be completed by June 30, 2012.

3. Can modifications be made from the Concept Proposal to either increase or decrease the amount requested in the Grant Proposal?

Modifications to either increase or decrease the amount of grant funds requested are acceptable, providing the modification does not change the original Scope of Work outline in the Concept Proposal. Any variances must be justified in the Budget Narrative.

4. Where do I attach the supporting documents (Workplan, Budget and Budget Narrative, Matching Fund and/or In-Kind Contributions etc.) to submit with my FFAST application?

In FFAST under the “Application Attachments” tab, a drop down menu with pre-populated attachment titles is listed that are specific to the Specialty Crop Block Grant Program (SCBGP) solicitation. Select the appropriate attachment from the drop down menu, upload an attachment and name the attachment accordingly, as indicated in the Grant Proposal Guidance.

5. How do I determine the percentage of match (cash and/or in-kind) contributions?

The percentage of matching funds and/or in-kind contributions should be calculated based on the percentage of **total project cost, not the grant amount requested**. For example, if requesting \$100,000 in SCBGP funds and \$42,857 in matching funds are secured, the percent of match is 30% of the total project cost. The following formula is used for calculating the above example:

- Total match cost / Total project cost = Percentage match
- \$42,857 / \$142,857 = 30%

6. Whose Resumes and/or Curriculum Vitaes should be submitted as an attachment with the Grant Proposal?

Only Resumes/Curriculum Vitaes of Project Directors, Co-Project Directors, and collaborators who will receive a portion of the SCBGP funds associated with the Grant Proposal should be attached. Project Directors and Co-Project Directors are individual(s) responsible for managing (or in some instances, performing) the activities describes in the workplan.

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7. Is there a limit to the number of Resumes/ Curriculum Vitaes that can be attached?

No. There is no limit to the number of Resumes/Curriculum Vitaes to be attached; however, each Resume/Curriculum should not exceed 3 pages.

8. Will Resumes and/or Curriculum Vitaes for the work teams be accepted if attached in a different font size other than 12 point font?

Yes, only Resumes/Curriculum Vitaes will be accepted if attached in a different font size. All other required attachments must be submitted in the font size indicated in the Grant Proposal Guidance.

Friday 6/12/09 Update

9. Can contractors be considered as partners?

Yes, contractors can be considered as partners.

10. What is the difference between letters of support and letters documenting in-kind contributions?

Letters of support are from those organizations that do not have a specific role in the project, but are generally supportive of the project. Letters documenting in-kind contributions are from those organizations that have an active role in the project and are contributing staff and/or other resources (but not cash) to achieve the outcomes of the project.

11. What is the significance of the request for supplying information on additional funding from federal or state agencies? Will this affect potential funding or is it for information only?

CDFA, as well as USDA are requesting this for informational purposes and to avoid “double-dipping”. An applicant is not allowed to receive SCBGP funds to support the same project activities funded by grant funds from other state or federal agencies. Applicants are allowed to receive SCBGP funds to support different activities within a project funded through multiple grant sources. If a project will be funded through multiple grant sources, the Grant Proposal should clearly delineate exactly what activities the SCBGP funds will support. CDFA reserves the right to deny project funding if it is determined that funds are being used for the same purpose.

12. With regards to Section G, Item 6.h: Limitations and Restrictions, Capital Expenditures: It is stated that capital expenditures of \$5,000 or more require prior approval of CDFA. When is approval required – prior to submission of the final

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proposal, prior to actual expenditure, or is approval implied by virtue of acceptance of the Concept Proposal?

Once a project proponent receives an award notice from CDFA, capital expenditures of \$5,000 or more will be considered approved.

13. Are applicants required to state Latitude/Longitude and Watershed for the SCBGP or are these used primarily for RWQCB projects instead?

Requests for Latitude and Longitude

Please leave blank; this information is not required.

Watershed:

Please leave blank; this information is not required.

County:

Enter county/counties.

Responsible RWQCB

Select "statewide".

14. The OMB Circulars state that memberships, subscriptions and professional activity costs are allowable expenses. Meeting expenses such as meals, facility rental, etc. are allowable costs when the primary purpose is the dissemination of technical information. Are these costs eligible for reimbursement? Can they be counted as a match?

All allowable costs are eligible for reimbursement if they meet the criteria specified in the OMB Circulars. The OMB Circulars provide basic guidelines for determining whether specific costs are allowable under a grant award. The OMB Circulars also explain how to categorize costs between direct and indirect costs and provide a description of typical direct and indirect costs. The costs may be counted as match if they are incurred in support of the Grant Proposal project and paid through another source or in-kind services. Costs directly reimbursed with SCBGP funds cannot be counted as match funds.

15. Will reviewers the Phase II – Grant Proposals only read material from Phase II or will they also refer back to the Phase I – Concept Proposals?

The reviewers will review and score Phase II – Grant Proposals based on the information in the Grant Proposal. However, they will have access to and may refer back to the Phase I – Concept Proposal to assist in their review. The reviewers may check to ensure that the Grant Proposal is a more detailed version of the same project described in the Concept Proposal.

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- 16. Our project will be funded, in part, through a large amount of in-kind services. Should the resumes for the work team be from all team members or only from team members supported by the SCBGP funds.**

Please refer to Question No. 6 above.

- 17. Will the recent Executive Order S-09-09 issued by the Governor on State Contracts impact awarding SCBGP grant funds to successful Grant Proposal applicants?**

CDFA does not expect that Executive Order S-09-09 (<http://gov.ca.gov/executive-order/12460/>) to impact awarding SCBGP grant funds to successful Grant Proposal applicants.